

MIECHV Program Continuous Quality Improvement (CQI) Report

Report due: Every 6 months by the 15th July & January

Contract Number:	Date of Report Submitted:	Dates of Report:			
		From:		To:	
Contractor Name:					
Contact Name:					
Contact E-mail:					
Contact Phone:					

Part 1: Continuous Quality Improvement Plan and Staff:

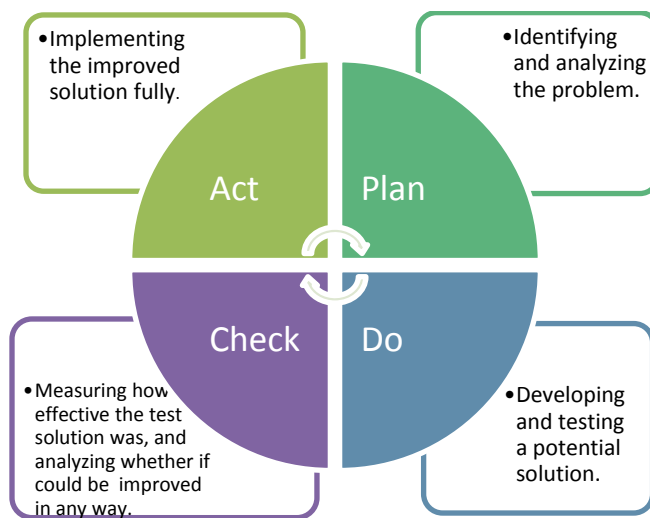
Instructions: Briefly describe the progress and challenges faced implementing the Continuous Quality Improvement plan. Indicate persons responsible for and engaged in the CQI plan.

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Part 2: Progress on Continuous Quality Improvement Plan

Instructions: Referring to the PDCA Framework, briefly describe processes and activities implemented in Table 1: Continuous Quality Improvement.

PDCA Cycle Framework



1. Plan: Identify the problem or issue that needs to be addressed. This may require process mapping or key informant interviews to get to the root of the problem.
2. Do: Generate solutions to the issues or problems and select the most likely solution(s). Implement a pilot project or policy to test the solution. The “Do” phase is the test phase.
3. Check: Measure the success of the pilot solutions before full implementation. Gather lessons learned and determine what may have made the pilot better. Incorporate improvements for additional pilots or full implementation.
4. Act: Implement the solution broadly and continue assessment of success of the solution. Then seek further areas in need of improvement.

Table 1: Continuous Quality Improvement

Topic 1:	
Plan: <i>Issue/topic</i>	
Do: <i>Action taken to address issue, include dates and timelines</i>	
Check: <i>Analysis of improvement due to the action taken</i>	
Act: <i>Changes needed to maintain or continue improvement</i>	
Persons Involved:	

Topic 2:	
Plan: <i>Issue/topic</i>	
Do: <i>Action taken to address issue, include dates and timelines</i>	
Check: <i>Analysis of improvement due to the action taken</i>	
Act: <i>Changes needed to maintain or continue improvement</i>	
Persons Involved:	

Topic 3:	
Plan: <i>Issue/topic</i>	
Do: <i>Action taken to address issue, include dates and timelines</i>	
Check: <i>Analysis of improvement due to the action taken</i>	
Act: <i>Changes needed to maintain or continue improvement</i>	
Persons Involved:	